

Business Office Technology Specialist, Certificate

Provider: Alaska Career College

Length: 10 Months

Cost: \$13,493

Cost Unit: Cost of the entire program

Website

<http://www.alaskacareercollege.edu/business.php>

Emphasis is on business and technical skills such as the Microsoft Office suite software, office procedures, records management, business law and ethics, business accounting, and payroll, QuickBooks, the internet, keyboarding, desktop publishing, sales.

Related Occupations

Billing and Posting Clerks
Bookkeeping, Accounting, and Auditing Clerks
Brokerage Clerks
Business Teachers, Postsecondary
Cargo and Freight Agents
Compensation and Benefits Managers
Compensation, Benefits, and Job Analysis Specialists
Executive Secretaries and Executive Administrative Assistants
Human Resources Managers
Human Resources Specialists
Insurance Claims and Policy Processing Clerks
Labor Relations Specialists
Office Clerks, General
Payroll and Timekeeping Clerks
Procurement Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Statistical Assistants
Tax Preparers
Training and Development Managers
Training and Development Specialists
Word Processors and Typists

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